

Title: Management training – the effective manager

Aims: To introduce and develop a range of essential skills required for anyone in a managerial / or supervisory role

Objectives: Examine theories of management
Explore managing team working
Examine legal requirements
Develop good communication skills

Target Audience:

This course is for candidates who are working in a managerial / supervisory role.

Course Content

- Management theory
- Discovering your management style
- Responding to difficult staff
- Role of supervision and support
- Team working
- Setting goals and clear objectives
- How to motivate staff – theoretical and practice
- Case study
- Developing good communication
- Dealing with conflict
- Effective leadership

Commentary

This course is for those who are involved in a management or a supervisory role. It explores management theory, and assesses the candidate's management style. It enables participants to develop new skills and explore other methods of managing. There is also training on dealing with conflict in the workplace and developing clear goals and positive team working. This course runs over 1 or 2 days, depending upon the exact requirements.

